

Office Memorandum

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TO : Deputy Director for Administration
Attention: Advisor for Management
FROM : Security Officer, CIA
SUBJECT: Revised Table of Organization

DATE: 24 July 1951

There is submitted herewith a copy of the revised I & SO Table of Organization in which are set forth the present approved positions and the proposed positions by operational breakdowns. The following information is being submitted as justification for the increased positions requested:

Office of the Chief

No revisions requested at this time.

CI Staff

One additional GS-12 Assistant and one Clerk-Steno, GS-4 are requested in order to keep currently abreast of the responsibilities invested in this operation. It has been proven operationally that the present staff is inadequate to cope with the volume of work ahead of this operation.

Two additional positions are requested for this operation, one GS-12 Assistant and one Clerk-Steno, GS-4. This operation also has been unable to keep abreast of current work loads with the present staff and it is felt that the increase requested will be adequate to cope with the amount of work already in the office.

Policy Control Staff

The present staff consists of five. For the successful operation of the Policy Control Staff the addition of three positions is requested. This includes one GS-13 Policy Control Officer, one GS-12 Policy Control Officer, and one Clerk-Steno GS-4. Due to the vast increase in the size of the Agency as well as the expansion of the Security Office, the functions of the Policy Control Staff have grown substantially. Not only has there been an increase in the liaison contacts with other agencies, but the collection and dissemination requirements from these agencies have also greatly increased. As the Agency expanded in size, the work of this staff increased proportionately and the additional personnel requested are necessary in order to keep current with present work loads. This is the first request

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for increasing the size of this Staff in approximately four years of operation. The two additional positions shown under the Policy Control Staff, namely a GS-12 Special Intelligence Officer, and a Secretary GS-5 are for the purpose of performing special assignments for the Office of the Chief.

Administrative Office

An increase of two positions is shown for this operation. One Assistant GS-11 is requested to lend assistance in the liaison and operational duties in connection with the over-all operational work in the Administrative Office since the work of this office has trebled over a period of the last five or six months. An additional Clerk-Steno GS-3 is requested to assist not only with the dictation work and filing, but to help fill in for other clerical duties such as logging, operating the mail desk due to expansion, sickness, etc.

Inspection Division

An increase of one GS-5 Secretary is requested to assist the Administrative Aide in taking dictation, filing and preparing reports for the Chief and three Inspectors.

Security Division

For the Office of the Chief, one Secretary-Steno GS-5 has been added. Before moving from 2210 "E" Street the Chief and Deputy Chief of the Security Division shared an office as well as Secretary. However, since moving to Eye Building they are physically separated and due to the large increase in the volume of investigative work it is requested that the Deputy Chief be furnished with secretarial help.

Personnel Security Branch

The following additions are requested for this Branch: one GS-9 Security Analyst, three GS-4 Secretary-Stenos, one GS-3 Clerk-Typist. The GS-9 is necessary due to the increase by over one-third in the work load of investigative cases. The remaining positions are needed in order to give each official in the Branch the necessary secretarial help and to furnish typing assistance necessary in transmitting cases for investigation and in issuing clearance notices. These additions are likewise based on an increase in the investigative operation of from approximately 300 cases per month to a work load in excess of 700 cases per month.

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Appraisal Section

Two GS-11 Investigator General, and one GS-4 Clerk-Steno are requested to be added to this operation. The two GS-11 positions have been proven to be necessary since each increase of from 70 to 100 cases in the Appraisal work load requires an additional Appraiser. The GS-4 Clerk-Steno will lend the necessary assistance to the addition of these two GS-11 positions.

Reference Section

It is requested that ten additional positions be added to the Reference Section. These include one GS-5 Clerk and one GS-4 Clerk; one GS-5 File Clerk, three GS-4 File Clerks, two GS-3 File Clerks, two GS-3 Clerk-Typists. The Reference Section at the moment is operating under a current T/O which only permits it to handle not more than 400 cases a month. The requested additions will raise the T/O to the level necessary to handle approximately 700 cases a month and to keep abreast in transcribing information from certain intelligence periodicals which at the moment is some two years behind.

Physical Security Branch

It is requested that one Physical Security Assistant GS-7 be added in order to augment the present staff engaged in over-all building security. It is also requested that one GS-5 Clerk be added to the staff of the Identification Officer to assist in processing new employees, issuing credentials, building passes, fingerprinting, etc. It is also requested that ten Receptionist positions be added to the present T/O in order to permit proper coverage of some six buildings added to the Agency since the last increase in Receptionists was requested.

UNIT P

An increase of four positions is requested to properly staff this unit. This increase includes two GS-11 Security Research Specialists, one GS-4 Secretary-Steno, and one GS-3 Messenger. Because of the increased work load in this Unit it is felt that these additions to the present T/O strength will enable them to keep abreast of current and anticipated work loads. The GS-3 Messenger will serve to transmit investigative cases between Building Eye and Building #13.

Unit B

No increases in T/O strength are requested at this time.

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Special Security Division

An increase of five clerical positions is requested for this operation to give the necessary support to transcribing and typing investigative reports. This is based on a ratio of one Stenographer to 3-1/2 Agents on investigative cases and one Stenographer to two Investigators on Agency liaison cases. No increase is being requested in the over-all Agent strength. However, there has been a reallocation of Agent positions from the present T/O which has been proven necessary by operational demands.

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In summarization it is requested that approval be granted for the addition of 5^{1/2} positions to the present I & SO Table of Organization. Of this amount 10 comprise GS-4 Receptionists and 10 are requested for the Reference Section, none of which will exceed a grade of GS-5. The other additions are set forth above.

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Colonel, GSC

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